

Guidelines for Requesting Certification of FCC Documents

- The Federal Communications Commission (FCC) or Commission provides the service of certifying all Commission record(s) and document(s). The certification of record(s) or document(s) provides the requester with proof of the documents authenticity.
- The Office of the Secretary administers all certification requests for a fee of **\$10.00** for each document or set of related documents. See 47 CFR Sections 0.465 of the Commission Rules.
- Certification request are generally made by attorneys, court officials, and other individuals from inside and outside of the FCC. All requests must include a completed **[Request for Certification of Record Form](#)** and a copy of the document(s) to be certified.
- The length of time for completion of a certification request is typically **3 to 5 business days**. For more information contact the Agenda and Publications Group at (202) 418-0310.
- Copies of materials which are available, or made available, for public inspection may be obtained by visiting the FCC's Information Reference Center, Portals II, 445 12th Street, SW, Room CY-A257, Washington, DC 20554, and/or the Commission's website at www.fcc.gov. Documents can be downloaded from the website by using the following databases:
 - Electronic Comment Filing System ([ECFS](#))
 - Electronic Document Management System ([EDOCS](#))

We hope by providing electronic public access of our records and services, we will better meet your information needs.

- The Commission's contract duplication firm, Best Copy and Printing, Inc., (BCPI), also provides the public with Commission records and offers them for a fee to the public. In addition to the charge for copying, the contractor may charge a search fee for extracting the requested documents from the Commission's files and for requesting certification. BCPI's is located in Portals II, 445 12th Street SW, Room CY-B402, Washington, DC 20554, via telephone at 1-800-378-3160, and their hours of operation are Monday - Friday 9:00 a.m. to 5:00 p.m. For more information about BCPI and their fees you may visit their website at www.bcpiweb.com.
- The National Archives & Records Administration (NARA), an independent Federal agency, is America's national recordkeeper which stores retired files. Once files are retired with the (NARA) they are no longer obtainable through the Commission. For location and hours of operation you may visit their website at www.archives.gov.